



# **CHIPPEWA COUNTY REQUEST FOR PROPOSALS**

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## **Storage Shed Installation**

**ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS**

**June 18, 2015**

**Project Representative:** Chippewa County Administrator's Office  
319 Court St.  
Sault Ste. Marie, MI 49783-2194

**Phone:** (906) 635-6330  
**Fax:** (906) 635-6325



## **CHIPPEWA COUNTY NOTICE OF RECEIVING PROPOSALS**

Chippewa County seeks proposals from qualified firms, on a competitive basis, for the following:

- Storage Shed Installation

Qualified firms and individuals may secure a copy of the bid specifications on line at [www.chippewacountymi.gov](http://www.chippewacountymi.gov) Chippewa County reserves the right to reject any or all proposals submitted.



## CHIPPEWA COUNTY REQUEST FOR PROPOSALS

### COURTHOUSE STORAGE SHED INSTALLATION

#### I. INTRODUCTION

Chippewa County seeks quotations from qualified firms, on a competitive basis, for a storage shed installation.

##### A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Proposals (RFP), using the format provided. Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Jim German  
Chippewa County Administrator  
319 Court St.  
Sault Ste. Marie, MI 49783-2194  
(906) 635-6362

**Contact with any other Chippewa County personnel than Jay Predmore regarding this RFP will be considered grounds for elimination from the selection process.**

##### B. Submittal Requirements and Deadline

Each quote must be submitted on the attached form in a sealed envelope and marked "STORAGE SHED INSTALLATION". An official authorized to bind the firm to its provisions must sign proposals. To be considered a valid response to this Request for Proposal, the proposal must remain valid for at least sixty (60) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract. Proposals must be received on or before 12:00 noon Monday, July 6, 2015 to be considered.

##### C. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

##### D. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

##### E. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

F. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

G. Insurance Requirements. The successful firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Chippewa County must be included as a separate named insured.

Minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverages, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

- H. County Liability. Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFQ. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the County.

## II. SPECIFICATIONS

### A. General

1. Storage shed shall be constructed primarily of wood. The wall nearest the County Building shall meet fire proofing requirements.
2. Storage shed shall be 16~~ø~~ 18~~ø~~ in size and shall be an 8 foot wall with one row of block. Shed shall be anchored with anchor bolts and epoxy through sill and wall plates, attached and secured to the current slab; 4 ft. on center.
3. Materials shall be new and free of defects.
4. Exterior color of shed shall be of a color selected by the County; to match the buildings current color palette.
5. Roof shall be 3 ½ -12 pitch, with the contractor responsible to verify height does not exceed existing County Building.
6. Metal siding, run horizontally over the OSB that has an appropriate wind and water barrier.
7. Lights and plugs per code
8. All work to be performed to industry standards, local, state and federal codes. Local permits and inspections are the responsibility of the contractor, including scaled drawings with elevations for the City~~ø~~ required permit.
9. All necessary trades are to be covered by the proposal including if necessary, but not limited to concrete, electrical, carpentry and masonry.

### B. Roll-up Door

1. Shall be a minimum of 8~~ø~~7~~ø~~ in size
2. Shall have the ability to be locked
3. Shall be constructed primarily of metal
4. Shall be provided with endlocks and bottom weather-stripping
5. Shall have a minimum one (1) year warranty
6. Shall be installed according to the manufacturer~~ø~~s specification

### C. Man Door

1. Shall be a minimum size of 36 inches in width and 80 inches in height
2. Shall have ~~ø~~blade~~ö~~ type of door handle.
3. Shall have keyed deadbolt or similar means of locking
4. Shall be constructed primarily of metal.
5. Shall have a minimum one (1) year warranty.

- D. Ventilation
  - 1. Roof ventilation required.

*F. Caulk*

- 1. Caulk shall be silicone-based, rated for 5-year use.*

- G. Location
  - 1. Work is located at the Chippewa County - County Building, 325 Court Street, Sault Ste. Marie, MI 49783
- H. Work Hours-Day-Time Allowed to Complete Work
  - 1. A working day shall be Saturday-Sunday from 7:00 a.m. to 7:00 p.m.
  - 2. Time is of the essence
  - 3. Contractor shall complete the shed installation with thirty two (2) working day periods.
- I. Miscellaneous
  - 1. Contractor shall provide a dumpster, work site must be maintained daily.

**III. DETERMINATION OF THE BEST BID.**

- A. Any purchase resulting from this RFP will be made from respondent whose bid is most advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:
  - 1. the ability, capacity and skill of the respondent to provide the item/services required.
  - 2. whether the bidder can fulfill the purchase and provide service promptly without delay or interference.
  - 3. the character, integrity, reputation, judgment, experience and efficiency of the bidder.
  - 4. the quality of performance of previous engagements with the bidder.
  - 5. previous and existing compliance by the bidder with applicable laws and ordinances.
  - 6. the sufficiency of the financial resources and ability of the bidder to provide the requested product / services.
  - 7. the number and scope of conditions attached to the bid.
  - 8. any potential conflicts of interest between bidders and the County governing body and staff.
- B. If all bids received are reasonably equivalent other than with respect to cost, bidders

whose business is located within Chippewa County will be given preference as follows:

1. If bids are taken for items or services for a cost between \$250 and \$2,500, the bid of the Chippewa County vendor may not exceed the lowest bid by more than 5.0%.
2. For bids exceeding \$2,500, the bid of the Chippewa County vendor must not exceed the lowest bid by more than 3.0%.

**IV. BID AWARD**

Selection of a firm and awarding of a contract will be based upon evaluation by the County of the criteria listed above.



# CHIPPEWA COUNTY COURTHOUSE STORAGE SHED INSTALLATION SUBMISSION FORM

Firm/Individual Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Description	Price
<b>TOTAL BID PRICE</b>	<b>\$</b>

A list of any other applicable costs must accompany the submitted bid.

Signature of official authorized to bind the firm to the provisions of the RFP:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Typed or printed name and title:

**Failure to complete this form may result in elimination from the selection process.  
Proposals must be received on or before 12:00 noon Monday, July 6, 2015 to be considered.**